

## Frequently Asked Renewal Questions – Engineers and Surveyors

Engineers and surveyors will be able to renew their license online at <http://llr.sc.gov/index.asp?file=inc/Boards.htm> between April 19, 2014 and September 30, 2014 (late fees will be added after July 31, 2014). Online renewal is available anytime of the day or night. Pocket cards will be mailed within 48 hours of processing.

**Forgot your User ID or Password? [Click Here](#) Don't know your User ID or Password? [Click Here](#)**

### **1. What is the licensure period?**

A. Biennial renewals run from July 1 to June 30 of even numbered years. The next renewal is June 30, 2014.

### **2. Does your Board require Continuing Education for renewal?**

A. Yes. Each licensee is required to obtain at least 30 hours each biennial renewal period or meet one of the exemptions (see below) for continuing education.

#### **49-606. Exemptions.**

A licensee may be exempt from the professional development educational requirements for one or more of the following reasons:

- A. New licensees by way of examination or comity shall be exempt for their first renewal period.
- B. A licensee serving on temporary active duty in the armed forces of the United States for a period of time exceeding one hundred twenty (120) consecutive days in a year shall be exempt from obtaining the professional development hours required during that year.
- C. Licensees experiencing physical disability, illness, or other extenuating circumstances as reviewed and approved by the Board may be exempt. Supporting documentation must be furnished with any such exemption request made to the Board.
- D. Licensees who list their occupation as "Retired" on the Board approved renewal form and who further certify that they are no longer receiving any remuneration from providing professional engineering or surveying services shall be exempt from requirements for professional development hours. In the event such a person elects to return to the active practice of professional engineering or surveying, professional development hours must be earned, before returning, for each year exempted, not to exceed the requirement for two years.

### **3. What are the continuing education requirements for the 2014 renewal?**

A. Each licensee is required to obtain at least 30 hours between July 1, 2012 and June 30, 2014.

### **4. What if I exceed the 30-hour requirement for continuing education in this period of time?**

A. A maximum of 15 hours may be carried forward into the subsequent renewal period.

**5. Is the XYZ class that I took from XYZ Continuing Education Company approved by the Board?**

A. The Board does not pre-approve courses or sponsoring organizations. Continuing professional competency that enhances the professional attributes of the licensee will be considered by the Board. Any qualifying course or activity with a clear purpose and objective which will maintain, improve or expand the skills and knowledge relevant to the licensee's field of practice will be considered by the Board. Courses accepted by other states that meet the criteria of the SC Board will be generally accepted for credit. Should a course credit be denied, the licensee will be allowed a twelve month period to make up deficiencies.

**6. Can I contact the Board to find out how many continuing education credits or carry-over credits I have on record?**

A. No. It is your responsibility to maintain records used to support credits you claimed.

**7. Do I have to mail any Continuing Education documentation to the Board?**

A. Please do not send certificates/documentation unless we notify you that you have been selected for audit after a renewal period.

**8. This is my first renewal. Am I exempt from the continuing education requirement?**

A. You are exempt from CE requirements in June 2014 if your registration number is 29789 or higher but you must still pay the renewal fee. All individuals renewing a license must pay the renewal fee. Fees are not waived for first time registrants, armed forces or physical disability.

**9. I have been serving on active military duty in the armed forces of the United States. Am I exempt from the continuing education requirement?**

A. Yes, if you are serving on temporary active duty in the armed forces of the United States for a period of time exceeding one hundred twenty (120) consecutive days, this exemption applies to you.

**10. I have a physical disability. Am I exempt from the continuing education requirement?**

A. Licensees experiencing a physical disability, illness or other extenuating circumstances may be exempt from the continuing education requirements. You are required to submit a statement of explanation, a statement from a currently licensed physician or medical records as evidence that the disability prevented participation in continuing education courses. You will not be able to renew online, so please contact the Board's office by mail or email [engls@llr.sc.gov](mailto:engls@llr.sc.gov) to request a paper renewal form be mailed to you.

**11. I have been continuously licensed in South Carolina since January 1, 1969. Am I exempt from the continuing education requirement?**

A. Licensees continuously licensed by the SC Board prior to January 1, 1969 will be exempt from the continuing education requirements. If you think you may qualify for this exemption but you are not sure of the original issue date of your SC license, visit [Licensee Lookup](#).

**12. I did not receive a renewal notice; how can I renew my license?**

A. You can renew your license online at <http://llr.sc.gov/index.asp?file=inc/Boards.htm>

**13. I have a change of address; how can I notify the Board?**

A. You can change an address online at <https://verify.llronline.com/> or email the change to [engls@llr.sc.gov](mailto:engls@llr.sc.gov) please include your name and license number.

**14. I do not have a computer; how can I renew my license?**

A. Computers are available at the public libraries. You can download a form there, or you can contact the Board to have a renewal form mailed to you.

**15. How can I check the status of my renewal after renewing online?**

A. You can check to see if your renewal was processed by visiting the [Licensee Lookup](#) page. If your name does not display on the site, your renewal is currently being processed and will display within 24 hours. Please wait 24 hours before contacting the Board. Licensee Lookup is updated daily.

**16. Does the Board have an inactive status for Individual Registrations?**

A. The Board does not have a formal “inactive” classification; however, if you are no longer providing engineering or surveying services, you may apply for [Retired Registration Status](#).

**17. What if I choose not to renew my Individual Registration?**

A. If you do not wish to renew your registration, we ask that you notify the Board’s office at [engls@llr.sc.gov](mailto:engls@llr.sc.gov) and indicate in the subject line, “do not wish to renew”. Please include your name and license number.

**18. How do I qualify for Emeritus Engineer or Emeritus Surveyor status for renewals?**

A. If you have been registered for fifteen consecutive years or longer **and** you are sixty-five years of age or older **and** you are no longer engaging in or offering to engage in the practice of engineering/surveying in South Carolina, you may place your license in the Emeritus status. To apply for Emeritus status, complete an [Emeritus Registration Status](#) form and return to the Board (no fee required). Once approved, the Board will send you a letter confirming this status change. You may then refer to yourself as an Emeritus Engineer/Surveyor. However, you may not provide any engineering/surveying services at all; you may not act as expert witness on engineering/surveying matters; you may not consult with clients, attorneys, or others as an engineer/surveyor.

**19. What is Retired status?**

A. If you are no longer engaging in or offering to engage in the practice of engineering/surveying in South Carolina and your SC registration is current, you may complete a [Retired Registration Status](#) form and return to the Board (no fee required). Once approved, the Board will send you a letter confirming

this status change. You then may refer to yourself as a Retired Engineer/Surveyor. However, you may not provide any engineering/surveying services at all; you may not act as expert witness on engineering/surveying matters; you may not consult with clients, attorneys, or others as an engineer/surveyor.

**20. Can I change from the Retired status back to Active status?**

A. Yes, by completing reinstatement application, paying a renewal fee and obtaining at least 30 hours of continuing education. A reinstatement packet may be requested by contacting [engls@llr.sc.gov](mailto:engls@llr.sc.gov) please indicate that you wish to reinstate your license and include your full name and registration number.

**21. Can I change from the Emeritus status back to Active status?**

A. Yes, by completing the reinstatement application, paying a renewal fee and obtaining at least 30 hours of continuing education. A reinstatement packet may be requested by contacting [engls@llr.sc.gov](mailto:engls@llr.sc.gov) please indicate that you wish to reinstate your license and include your full name and registration number.

**22. Can I change from Lapsed (Expired) status back to Active status?**

A. Yes, by completing the appropriate reinstatement application (short-form or long form – depending on the number of years in Lapsed status), paying all back renewal fees with penalties, and obtaining at least 30 hours of continuing education. Upon Board approval of your reinstatement, your license will be Active with the same registration number. A reinstatement packet may be requested by contacting [engls@llr.sc.gov](mailto:engls@llr.sc.gov) please indicate that you wish to reinstate your license and include your full name and registration number.

**23. I have not renewed my license, but have a legal name change. How can I notify the Board?**

A. Please e-mail [engls@llr.sc.gov](mailto:engls@llr.sc.gov) or fax a copy of the legal document(s) to the Board at (803) 896-4427, include a daytime telephone number or e-mail address. The Board will notify you once your records are updated and you will then be able to renew online.

**24. What is a dual license holder?**

A. A licensee who is registered as both an engineer and a surveyor.

**25. What happens if I do not renew my license by June 30th, 2014?**

A. All licenses not renewed expire at midnight on June 30, 2014. Late fees apply during the following August and September. If you do not renew your license by September 30, you must reinstate. Engineering/surveying practice while unlicensed could be subject to disciplinary action and civil penalty.

**25. Does the Board waive late penalties?**

A. No.

**27. How do I know that my credit card information will be protected?**

A. The entire renewal process is encrypted and processed through a secured network. All S.C. state agencies use First Data Merchant Services (FDMS) to verify the credit card information provided by our users. FDMS is nationally recognized.

**28. What credit cards are accepted for online renewal?**

A. Visa, MasterCard and e-checks

**29. I sent a request for my User Id and Password, but did not receive an e-mail.**

A. If you have not received your User Id and Password within 24 hours, contact [engls@llr.sc.gov](mailto:engls@llr.sc.gov) . and put User Id/Password in subject line.

**30. I tried renewing my license, but received an error message stating, "You do not have any licenses eligible for renewal at this time. Please contact the SCLLR if you feel this is in error".**

A. Send an e-mail to [engls@llr.sc.gov](mailto:engls@llr.sc.gov) and include your name and license number. You will be contacted once the problem has been corrected.

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